

Technical Branch  
Para-Professional Engineering and Planning Group  
Community Development Series

**ACCESSIBILITY SPECIALIST****02/92***Summary*

Under general supervision, implements, monitors and assures compliance with ADA and the City's Accessibility Ordinance; provides communication assistance to hearing impaired; performs related duties as required.

*Typical Duties*

Monitors compliance with ADA and local Accessibility Ordinance by subrecipients of City grants; makes recommendations to improve accessibility and assists with transition plans; conducts on-site inspections to ensure compliance; provides technical assistance to organizations and agencies to bring facilities and services into compliance; provides direct customer assistance to City departments concerning services provided by the City.

Provides sign language interpreting and other communication assistance to enable citizens to utilize City services; provides requested interpreting assistance to City departments; maintains logs of interpreting provided.

Assists with development and implementation of community outreach and public awareness programs on issues of concern to citizens with disabilities; attends and participates in accessibility advisory committee and others as required.

*Minimum Qualifications*

Training and Experience: Completion of an Associate's of Science, Applied Science or Arts Degree and three years of general administrative experience including one year of experience in accessibility, architecture, code compliance, construction or design; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of the problems and needs of the physically, mentally, visually and hearing impaired; good knowledge of signing techniques; good knowledge of federal, state and municipal regulations regarding disabled persons; some knowledge of local agencies, organizations and services available for the disabled; some knowledge of the principles and practices of the building construction trade; some knowledge of building codes regarding architectural accessibility for the disabled.

Ability to identify problems with accessibility for the disabled to building structures and services; ability to develop sensitivity towards the needs of the disabled; ability to establish and maintain effective working relationships with public officials, fellow employees, the disabled and the general public; ability to express oneself clearly and concisely both orally and in writing; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office and accessible field environment.

Licenses and Certificates: Level 1 (or higher) Texas State certification in sign language, or equivalent from another state must be obtained within one year of appointment.

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Director of Human Resources

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Department Head

Ordinance 011154  
09/22/92